



Holy Ghost Parish Particular Needs Group (PNG).

Minutes of Meeting held on 27th November 2007 at the Church of St Bede, Popley, Basingstoke.

1. Present: Mary Cullen (MC), Sue McKenna (SM), Brian Morris (BM), Geoffrey Fowler (GF).

2. Apologies: Rev. Monsignor Vincent Harvey (FV)

Meeting opened at 8.07 pm.

3. Minutes of the last meeting: The minutes from the 17th July were reviewed; FV noted that he should be under Apologies, not Present, as he was not really there, a typo error under 4:2, change from initiate to initiative, time should be 11.00am , not 6.30pm under 4:4. FV noted the information in 7 about the ramp at Holy Ghost was incorrect. This was noted and discussed later in this meeting. The minutes still reflect the actual discussion which took place on 17th July. The minutes were accepted with those changes.

MC noted that she had not received her minutes through the post, as expected. She suggested that we deliver through her daughter, who attends 9.00a.m. Mass. SM to action.

4. Matters Arising

1. **Loop system.** Two quotes were presented to the group by SM. One is a DeskTop system, costing £140, with the capacity and range to work well in small to medium sized rooms. The other system was a loop system, which is for a larger area, thus larger meetings, which costs £365. It was decided to ask FV his opinion on the systems and suggest to him that the church purchase the DeskTop system. *To be followed up by SM.*
2. **Hassocks.** There was a discussion about the access issues which the hassocks may cause. Several suggestions were made to improve the situation, and it was recognised that FV and parishioners do try to keep the hassocks in the rests, where they should be stored. However it was decided that the PNG would express concerns of tripping over the hassocks left on the floor to FV and the PPC. *SM to inform PPC of concerns through chair Tony Spiteri..*
3. **Parish Census.** See below
4. **Church of St. Bede wheelchair.** This has been returned to the cloisters. Discussion about should it be marked as belonging to St Bede? Also should there be a notice in porch about the availability of this chair? SM to contact FV/Office re Barker family permission to use and identify as St Bede property.

5. **Accessibility and visibility.** Following the report in previous minutes that the ramp and pavement was not clearly marked outside of the entrance BM has reviewed this. He suggests that this should be highlighted in a contrasting colour and the ramp should also be marked with a box or highlighted to keep this clear for wheelchair access. *BM to action when possible.*
6. **Diocese Disability Advisor.** In past meetings it was discussed that Barry Hudd had left his post as Diocesan Disability Adviser, which we regretted. SM had emailed Bishop's secretary to enquire if there is an intention to refill the post. SM had an acknowledgement of email and had been directed to Nicky Stevens for an answer, but none yet received. SM to email again.

5. Correspondence:

SM had submitted the article on the CFH mass to Judith Aylmer for The Dove and had received an acknowledgment that it will be published in next issue.

6. Health and safety;

BM noted paving stones damaged again at side of church, causing a health and safety hazard. BM to investigate.

BM noted that Fire wardens and a Fire Drill are legal requirements. More information to follow on this. BM to provide.

7. Administration: leaflet and poster for both churches

- **Church of St Bede.** SM brought draft of this amended leaflet to the meeting. It was reviewed and agreed and is attached with minutes. It will be sent to the office for photocopy and distribution. SM to action.
- **Holy Ghost.** FV noted that the information in the last minutes '*Wheelchair access to be reviewed. How will wheelchair users access the church when the ramp from the car park is removed? Can access be gained from the Burgess Road Hall?*' was inaccurate and there are no plans to remove the access ramp. The draft leaflet was amended to reflect this information, reviewed and agreed and is attached with minutes. It will be sent to the office for photocopy and distribution. GF volunteered to take to Holy Ghost. SM to action.

7. Any other business;

- (from previous meeting) SM noted that recently the **bidding prayers** had been printed in size 10 font and the readers had difficulty when the font was that small. It was suggested that the bidding prayers, despite the amount or length, should always be printed in size 14 font. SM to ask the office if this could become usual policy.
- **Parish Website:** In the last meeting we asked if the PN group minutes should be on the parish website. FV has confirmed he agrees and can arrange this. However the minutes should only appear when approved and it was agreed that the minutes should not include any sensitive, personal or confidential information. It was also agreed that PNG member's details could appear on the website. It was agreed that the ideal time line would be minutes to be circulated to all members following meeting and changes and proofing to be completed within one month, then posting onto website.

- SM will make changes and then send to FV for including on webpage. Therefore the minutes approved at this meeting, from July 07 can now be sent to webmaster. SM to action, via FV.
- **Sentinel Housing.** We have been asked if we could provide a member of the group to work on committee with Sentinel Housing on disability awareness. It was regretted that nobody is available for this task. No further action needed.
- **New committee members:** young people. It was agreed that the group, and its aims and objectives, would be enhanced if we could include a person who had young children. The Children's Liturgy Group, the FHC group and the schools of St Bede and Bishop Challoner could be contacted for volunteers. SM to action.
- **Disability census:**
- GF had co-ordinated the Disability Census and produced a spread sheet of the results. The statistics to be circulated to all PNG members. SM to send with minutes.
- Conclusion is that we appear to be a fortunate parish with a comparatively few parishioners experiencing difficulties participating in worship. It was agreed that Church of St Bede was a very accessible and inclusive building.
- There were issues raised on the responses about car parking, baby-changing table, visibility of hymn numbers and a specific mass for severely disabled persons. It was agreed that these issues would be considered and discussed in further detail at next meeting, giving PNG members time to consider them.
- GF has agreed to send report of the census findings to The Dove for inclusion in next issue. GF to action.

Date of next meeting: Tuesday 26th February 2008, 8 p.m. BM's roster is unknown at this time and he will confirm closer to the time. SM to book a room with the office, GF to collect MC on that evening.

Items for the agenda for the next meeting to SM by Tuesday 19th February 2008.

Meeting closed at 2230

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